



State of Arizona
Department of Education

Community Eligibility Provision (CEP) Fact Sheet

What is CEP?

SFAs agree to serve no-cost lunches and no-cost breakfasts to all students for up to four consecutive years in approved schools.

Prior to April 1, 2014, determine the school(s) has a minimum of 40% “identified” students based on enrollment (not free and reduced count).

School eligibility is based on the number of students who meet the “identified” definition:

- Certified free using methods other than a paper Free and Reduced Meal application. These include students who are:
- Directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP), TANF and FDPIR, and the extension of benefits to students within the same household, as well as, Homeless, Runaway, Migrant, Head Start, or Foster children with court papers.

Benefits of CEP:

- An innovative option to reduce administrative paperwork and costs, while making it easier for eligible children in low-income communities to receive free meals in the National School Lunch and School Breakfast Programs.
- May improve breakfast and lunch participation.
- If school district is participating in CEP district wide, the school district will not need to do Verification, but will need to complete annual Verification Summary Report. If only a portion of the schools participate in CEP, the district will conduct Verification for the schools not participating in CEP, and complete the annual Verification Summary Report.

CEP Information

A. Link to ADE Health and Nutrition Services CEP [website](#)

(Documents noted below are located in this link)

B. CEP Submission: When to submit your paperwork to operate CEP in 2014-2015 school year?

- April 1, 2014 to June 30, 2014

C. What to submit to apply for CEP?

- CEP Participation Form found [here](#)
- CEP Eligibility Worksheet found [here](#)

D. How to submit forms for CEP ?

- Attach the above forms in an email and send to: ADESchoolNutrition@azed.gov
- Fax to 602-542-1531 Attention: Community Eligibility Provision Coordinator

E. Notification from ADE to new applicant's eligibility into the CEP option will arrive via email, approximately within 30 days of receipt of your CEP worksheet and form, if eligible and completed correctly.

F. After submission to ADE, the LEA should complete the following steps:

- LEAs that have elected to participate in CEP for at least one site must notify households of children attending the CEP school(s) of CEP participation in the 2014-2015 school year. LEAs may use this sample household letter to serve as the required notification.
- Sample letter to households in schools/districts participating in CEP is available [here](#)

G. How to figure out if a district is eligible to apply for CEP?

- This calculator tool allows schools that are considering the Community Eligibility Provision (CEP) to calculate their estimated federal reimbursement they will receive as to assess the financial viability of their school meal program under CEP. The calculator can be found [here](#) in the "Monthly Federal Reimbursement Calculator (CEP) link.
- CEP Annual Notification of LEA and School Level Eligibility for SY 14-15 found [here](#)

H. E-Rate information:

- This document explains the process for schools to determine the data to use in applying for discounts on services received under the E-rate program.
- [FCC E-rate document](#)

I. Districts with Title One questions:

- Contact the ADE Title One Office at 602-542-7470, if more information is needed.
- Review the memo [SP19-2014](#) to describe the Title One money allocation process for schools opting the CEP link noted above, and the CEP Letter for Title One found [here](#)

J. Resources for CEP:

- [CEP Guidance and Questions and Answers](#)
- [CEP Brochure](#)

K. Second/third year of CEP participation and Direct Cert percentage has improved: What to submit to ADE?

- CEP Participation Form found [here](#)
- CEP Eligibility Worksheet found [here](#)

L. How to submit forms?

- Attach the above forms in an email and send to: ADESchoolNutrition@azed.gov
- Fax to 602-542-1531 Attention: Community Eligibility Provision Coordinator
- Notification from ADE to second/third year applicant's eligibility for a higher reimbursement rate for the CEP option will arrive via email, approximately within 30 days of receipt of your new CEP worksheet and form.

If you have additional questions, please contact your assigned School Nutrition Programs specialists or dial 602-542-8700.

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